

EMPL/CPPS FISCAL YEAR-END PROCESSING SCHEDULE FY 2003-2004

Please note that EMPL will be disabled at certain times during the month. This is necessary in order to complete the many tasks before payroll runs.

The events listed below explain the process for System Maintenance Studies, Salary Survey, Performance Pay, and Payroll processes for June/July 2004.

To assure a successful run for these processes, please follow the instructions below. Keep in mind that these instructions apply to classified users. However, when the instructions indicate that a system will be disabled, this applies to all users.

- 1) Monday, June 21, 2004 - CPPS Schedule 062 will run. (Payday will be July 1st)
- 2) By Monday, June 21, 2004 – All required Personnel Update Forms (PUF) for Transfer between systems (310) and problem Reinstatements (with error code 50 – Not Reinstatable) with an effective date for June delivered to EMPL support so these actions can be entered into the system by Wednesday, June 23, 2004. Please send earlier if at all possible to allow ample time to input for all agencies statewide.
- 3) Thursday, June 24, 2004 - CPPS Schedule M06 will run (Payday will be July 1st)
- 4) By Wednesday, June 30, 2004 - On line users should have all actions with an effective date for June entered into the system. It is very important to have EMPL records up to date. Entering June actions after the July processing will be difficult and time consuming!
- 5) Wednesday, June 30, 2004 - CPPS Schedule 906 will run.
- 6) Due to procedure changes, effective 5/2/04, only employees rated above an “unsatisfactory” performance level are eligible for a salary survey adjustment. In order for EMPL to process salary survey properly, all employees with a final rating of “unsatisfactory” **must** be entered into EMPL via the 684-action, by close of business Wednesday, June 30, 2004.
- 7) By close of business Wednesday, June 30, 2004 – Any needed PUF forms for Transfer between systems (310) and problem Reinstatements (with error code 50 – Not Reinstatable) with an effective date of July 1, 2004 should be received by EMPL support (Vicki).
- 8) Thursday morning, July 1, 2004 - EMPL will be disabled at 6:00 a.m. so DPA Division of Human Resources can enter changes from system maintenance studies with an effective date of July 1, 2004. The system should be back up around 12:00 p.m. for normal agency entry.
- 9) Thursday, July 1, (after prior step finished), to Friday, July 2, 12:00 p.m. – System will be available. Users should enter: reallocations (409,410), transfers (401), promotions (420), demotions (430,431,432), reversions (435), voluntary salary reductions (130) and other actions with an EMPL action sequence code of less than “M”, with an effective date of July 1, 2004. **The system will not allow any action to be entered with an effective date greater than July 1, 2004 at this time.**
- 10) Friday, July 2, 12:00 p.m. to Tuesday, July 6, 7:00 a.m. - EMPL will be disabled to allow for EMPL/CPPS month and fiscal year-end processing.
- 11) Friday night, July 2, 2004 – On-line and batch portions of salary survey (action code 020) will be executed by DPA Technology Management Unit. This updates the EMPL Employee file

and Job file and creates Salary Survey data for CPPS & LDC. Salary ranges will be adjusted by the appropriate occupational group recommendation first, then the 2% salary survey applied to actual salary for all eligible employees. After that, any employees' actual salary that is still below the new range minimum will be brought to the new minimum. Both EMPL and CPPS systems will remain down all weekend while the DHR Compensation Unit verifies the salary survey changes.

- 12) Saturday, July 3, 2004 - DPA Technology Management Unit will update CPPS with the salary survey data provided by EMPL.
- 13) Saturday, July 3, 2004 - DPA Technology Management Unit will run action code 013 that will remove employees from save pay if the three-year clock has expired.
- 14) Sunday July 4, 2004 – EMPL monthly reports will be scheduled. (These reports will be available on Document Direct Monday July 5th, 2004)
- 15) Tuesday, July 6, 2004, 7:00 a.m. - Both systems will be available for agency use.

Tuesday, July 6, 2004 through Friday, July 9, 2004 – If not entering performance pay data manually using the 142-action code, each applicable agency will need to upload pay for performance information into EMPL via the 148-action code process. If you require assistance with this process, please email your question to Travis.Engelhardt@state.co.us. By 5:00 pm Friday, July 9, all performance salary adjustment data must be in EMPL.
- 16) Friday, July 16, 2004 – Judicial salary survey will be processed.

If you have any additional questions, contact EMPL user support by e-mail to HR.Support@state.co.us